

Director of Human Resources



Job Code: 1491
Grade: 141
Reports to: City Manager
Salary Range: \$92,308 - \$145,903
FLSA Status: Exempt

GENERAL STATEMENT OF DUTIES

Performs considerably complex and responsible professional and administrative work in personnel, compensation, and benefits administration; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this classification is responsible for managing the City's overall personnel and human resources programs, functions, and administration under the executive direction of the City Manager. The employee is reviewed for conformance to established programs and policies through conferences, written reports, and observation of standards and goals. Supervision is exercised over human resources staff.

ESSENTIAL FUNCTIONS

Planning, managing, supervising, and implementing City-wide personnel, human resources, safety, and risk management programs and functions; coordinating and managing benefit programs; coordinating recruitment, testing, selection, hiring, and training programs.

EXAMPLES OF WORK

- Administers and supervises the activities of the office, including wage and salary administration, training, testing and selection, employee relations, safety, loss control, and employee health programs.
- Assists and advises the City Manager and other top management officials on personnel related matters.
- Develops, interprets, and implements City-wide policies and procedures.
- Assists in the preparation of the City's operating budget, reviews and verifies salary projects and anticipated personnel actions.
- Administers the City's pay and classification plan.
- Supervises the interviewing of applicants, appraising their qualifications, and recommending qualified candidates for employment, approves departmental requests for employment.
- Oversees the processing and maintenance of personnel records and files.
- Counsels employees with problems and concerns.
- Administers the City's risk management, worker's compensation, liability and property insurance programs.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Comprehensive knowledge of the philosophy, principles, and practices of public personnel administration such as the accepted methods and practices of classification and pay, testing and selection and affirmative action; thorough knowledge of governmental organization and administration; thorough knowledge of employee safety and training procedures and programs; ability to present ideas effectively, either orally or in written form; ability to establish and maintain effective working relationships with City officials, supervisors, employees, and the general public; ability to conduct detailed analytical evaluations and studies, and to prepare related reports and recommendations.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a Bachelor's Degree in Personnel Administration, Public Administration, Human Resources Management, Industrial Psychology, or related field. Five (5) to seven (7) years of experience in Human Resources administration, the majority of which shall have been acquired in a managerial or equivalent capacity; or any equivalent combination of education, training, and experience.

WORK CONDITIONS

- Sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.
- Work requires reaching, fingering, grasping, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS

An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Gaithersburg's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.